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The screenshot shows the Skyward School District Employee Access web application. The browser window title is "Employee Access - 05.12.10.00.04 - Mozilla Firefox" and the address bar shows "localhost/scripts/cgiip.exe/WService=wsFLORIDA/semhom01.w". The user is logged in as "Alan Smithscr". The navigation menu includes: Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, Expense Reimbursement, and Online Open Enrollment. The main content area is divided into three sections: "True Time" (with links for Quick Entry, My History, Employee Locator, My Setup, Data Mining, Reports), "My Time Sheets" (with an "Unsubmitted" link), and "Supervisor Access" (with links for My Employees True Time, My Employees Total by Status, etc.). A yellow callout box is overlaid on the "Unsubmitted" link, containing the following text:

**Submit Time Sheets**  
Click **Employee Access, TrueTime, My Time Sheets, Unsubmitted.**

**Who, What, When, Why?**  
Time sheets for the completed pay period can be submitted from the Unsubmitted Time Sheets browse.

Time sheets can also be submitted via a TrueTime reader.

Other visible elements include "Financial Management" (Vendor Profile, Approve Requisitions, Account Profile), "District News" (Lunch Menu), and "Recent Programs" (Employee Access Home, Unsubmitted, Reports, Data Mining, Personal Information, Human Resources Home, Configuration). The footer contains "© 2012 Skyward, Inc. All rights reserved", "FI Finance Data", and "Windows 7 / Firefox 16".

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Time Sheet Information for ALAN SMITHSCR

|    | Week Start | Week End   | Total Hrs | Status                   |
|----|------------|------------|-----------|--------------------------|
| 1  | 10/21/2012 | 10/27/2012 | 1h 15m    | Time Sheet Not Submitted |
| 2  | 09/16/2012 | 09/22/2012 |           | Time Sheet Not Submitted |
| 3  | 08/19/2012 | 08/25/2012 | 8h 00m    | Time Sheet Not Submitted |
| 4  | 07/22/2012 | 07/28/2012 |           | Time Sheet Not Submitted |
| 5  | 06/17/2012 | 06/23/2012 | 42h 22m   | Time Sheet Not Submitted |
| 6  | 06/10/2012 | 06/16/2012 |           | Time Sheet Not Submitted |
| 7  | 06/03/2012 | 06/09/2012 | 24h 00m   | Time Sheet Not Submitted |
| 8  | 05/13/2012 | 05/19/2012 | 13h 45m   | Time Sheet Not Submitted |
| 9  | 05/06/2012 | 05/12/2012 | 16h 30m   | Time Sheet Not Submitted |
| 10 | 04/15/2012 | 04/21/2012 | 43h 11m   | Time Sheet Not Submitted |

10 records displayed

Week Start:

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**Submit Time Sheet**

Time Sheet: [Date] /23/2012

**Period Summary**

| Type    | Pay                        | Note     | Hours |
|---------|----------------------------|----------|-------|
| TIMEOFF | PTI34 (CUSTODIAN - HOURLY) | VACATION |       |
| WORK    | PTI34 (CUSTODIAN - HOURLY) |          |       |

Hours Paid: **42h 22m**

**Daily Totals**

| Date                      | Status             | Note            | Hours                      |
|---------------------------|--------------------|-----------------|----------------------------|
| <b>Monday 06/18/12</b>    |                    |                 |                            |
| 7:00 AM ( 7:00) -         | 3:27 PM ( 3:27) IN |                 | 8h 27m                     |
|                           |                    | <b>06/18/12</b> | Total Hours: <b>8h 27m</b> |
| <b>Tuesday 06/19/12</b>   |                    |                 |                            |
| 7:00 AM ( 7:00) -         | 3:28 PM ( 3:28) IN |                 | 8h 28m                     |
|                           |                    | <b>06/19/12</b> | Total Hours: <b>8h 28m</b> |
| <b>Wednesday 06/20/12</b> |                    |                 |                            |
| 7:01 AM ( 7:01) -         | 4:00 PM ( 4:00) IN |                 | 8h 59m                     |
|                           |                    | <b>06/20/12</b> | Total Hours: <b>8h 59m</b> |
| <b>Thursday 06/21/12</b>  |                    |                 |                            |
| 7:00 AM ( 7:00) -         | 3:28 PM ( 3:28) IN |                 | 8h 28m                     |
|                           |                    | <b>06/21/12</b> | Total Hours: <b>8h 28m</b> |
| <b>Friday 06/22/12</b>    |                    |                 |                            |
| N/A                       | TOF                | VACATION        | 8h 00m                     |
|                           |                    | <b>06/22/12</b> | Total Hours: <b>8h 00m</b> |

**Adjustments**

| Adjusted | Original |
|----------|----------|
|----------|----------|

Buttons: Submit Time Sheet, Back

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The screenshot displays a web browser window with two tabs. The main tab is titled 'Submit Time Sheet - 05.12.10.00.04 - Mozilla Firefox' and shows a form for submitting a time sheet for ALAN SMITHSCR (XXXX-XX-7878) for the period 06/17/2012 - 06/23/2012. The form includes a 'Period Summary' table and a 'Daily Time' section.

| Type    | Pay                        | Note     | Hours   |
|---------|----------------------------|----------|---------|
| TIMEOFF | PTI34 (CUSTODIAN - HOURLY) | VACATION | 8h 00m  |
| WORK    | PTI34 (CUSTODIAN - HOURLY) |          | 34h 22m |

The 'Daily Time' section shows a calendar view with the following entries for Friday 06/22/12:

| Adjusted | Original            |
|----------|---------------------|
| N/A      | TOF                 |
|          | VACATION            |
|          | 06/22/12            |
|          | Total Hours: 8h 00m |

A popup window titled 'Time Sheet Submission Information' is overlaid on the main form. It contains the following text:

Time Sheet Submission Information

A rule on your timekeeping ruleset requires you to enter a reason when your time sheet is at least 1h 00m more than your scheduled time. Please select the reason why you are submitting a time sheet with 42h 22m.

Hitting the Back Button will cancel the submission of this time sheet.

\* Select reason why your time sheet is over hours:

Asterisk (\*) d

In this example, the district has added a **Time Sheet Submission Rule** that requires the employee to select a reason if their time sheet is **plus** or **minus** one hour of their **workweek** schedule.

Select a **reason** and click **Save**.

Slide 5 - Slide 5

The screenshot shows a web browser window titled "Submit Time Sheet - 05.12.10.00.04 - Mozilla Firefox". The address bar shows "localhost/scripts/cgiip.exe/WService=wsFLORIDA/httstsubt000.w?isPopup=true". The page content includes a "Submit Time Sheet" header, a "We value your feedback" button, and a "Time Sheet for ALAN SMITHSCR (XXXX-XX-7878): 06/17/2012 - 06/23/2012" section. Below this is a "Period Summary" table with columns for Type, Pay, Note, and Hours. A modal dialog box titled "Time Sheet Submission Information" is open, displaying submission details and a "Back" button. A yellow callout box points to the dialog with the text: "The system will display a message indicating the time sheet has been **successfully submitted**. Click Back. This concludes the tutorial." The dialog box contains the following text: "Time Sheet Submission Information", "The Time Sheet for 06/17/12 - 06/23/12 has been successfully submitted by ALAN M SMITHSCR on 10/24/2012 at 2:20 PM.", and "The Time Sheet is currently Waiting for the Approval of DAVE ILKKA." Below the dialog, a table shows the date "Friday 06/22/12" with columns for "Adjusted" (N/A), "Original" (TOF), and "Hours" (VACATION 8h 00m). A "Total Hours: 8h 00m" is also displayed. At the bottom, there is an "Adjustments" section with columns for "Adjusted" and "Original".

| Type    | Pay                        | Note     | Hours  |
|---------|----------------------------|----------|--------|
| TIMEOFF | PTI34 (CUSTODIAN - HOURLY) | VACATION | 8h 00m |
| WORK    | PTI34 (CUSTODIAN - HOURLY) |          |        |

Time Sheet Submission Information

The Time Sheet for 06/17/12 - 06/23/12 has been successfully submitted by ALAN M SMITHSCR on 10/24/2012 at 2:20 PM.

The Time Sheet is currently Waiting for the Approval of DAVE ILKKA.

Back

| Adjusted | Original                   |
|----------|----------------------------|
| N/A      | TOF                        |
|          | VACATION                   |
|          | 8h 00m                     |
|          | <b>06/22/12</b>            |
|          | <b>Total Hours: 8h 00m</b> |

Adjustments